



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361

IN REPLY REFER TO
NAVAIRINST 5450.9C
AIR-900
3 Jan 1983

NAVAIR INSTRUCTION 5450.9C

From: Commander, Naval Air Systems Command

Subj: Mission, organization, functions and tasks instructions of NAVAIR shore activities; maintaining of

Ref: (a) OPNAVINST 5450.171B (NOTAL)
(b) NAVMATINST 5460.2A
(c) OPNAVINST 5450.169D
(d) NAVAIRINST 5451.68E
(e) NAVAIRINST 5451.67B
(f) OPNAV P09B2-105 Standard Navy Distribution List, Part 2 and Catalog of Naval Shore Activities, Section 3

Encl: (1) Format for mission, functions and tasks instructions

1. Purpose. To assign responsibilities and prescribe procedures for maintaining instructions on the organization, mission, functions and tasks assigned to shore activities under the command of the Commander, Naval Air Systems Command.

2. Cancellation. This instruction supersedes NAVAIR Instruction 5450.9B of 16 January 1976. Since this is a major revision, changes have not been indicated.

3. Background

a. The Chief of Naval Operations (CNO), by reference (a), assigned the following responsibilities to echelon 2 commanders which have been delegated to systems commands, by reference (b):

(1) To ensure that a current mission, functions and tasks instruction is promulgated and maintained for each shore activity.

(2) To ensure that like activities such as naval plant representative offices and naval air rework facilities have standard mission statements.

(3) To approve organization manuals for shore activities.

b. Reference (c) specifies the format for establishing, disestablishing and modifying shore activities, including proposed changes to mission statements.

c. Reference (d) specifies the Naval Air Systems Command (NAVAIR) procedures for submission of these proposals.

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3 Jan 1983

4. Information

a. The following explanatory information is provided:

(1) Functions are derived from the stated mission.

(2) Tasks describe work that is not mission related and which should be approved by the echelon 2 commander, the Chief of Naval Material in this case, and the affected Office of CNO sponsor when funds must be expended or manpower resources increased to perform them.

b. Functional statements should not address functions inherent in the responsibilities of command, nor those which are generated by support agreements.

c. Statements of specific functions shall be concise, unclassified and contain a minimum of detail.

d. An organization manual will be published by each activity and promulgated by an activity instruction. It must contain charts showing both the overall organization and separate subordinate echelons, as appropriate, to at least division or equivalent level. Individual components at each level of organization depicted on the charts will have corresponding individual functional statements. These may be in separate text or incorporated on the chart, if length permits, at the activity's option.

5. Action

a. The primary support official (PSO) (defined in paragraph 4b of reference (e)) and the NAVAIR Headquarters (HQ), Position and Resource Management Division (AIR-900), will prepare the initial mission, functions and tasks instruction for new NAVAIR shore activities in compliance with references (a), (b), (c), and (d).

b. The head of each shore activity will take the following actions on the mission, functions and tasks instruction issued by NAVAIR HQ:

(1) Review the instruction on each anniversary date to ensure that all published functions and tasks are still accurate and complete.

(2) Evaluate new proposed functions and those to be revised for applicability, accuracy and completeness prior to submission. Include the source and authority for proposed changes.

(3) Forward proposed change requests to NAVAIR HQ (AIR-900) via the chain of command with a copy to the cognizant PSO as designated in reference (e), and the appropriate area coordinator as specified in reference (f).

c. The cognizant PSO will furnish NAVAIR HQ (AIR-900), with comments or concurrence with the proposal.

d. NAVAIR HQ (AIR-900) will coordinate with the PSO, recommend revision, approval or disapproval of the proposal and prepare and promulgate the

NAVAIR INSTRUCTION

From: Commander, Naval Air Systems Command

Subj: (Name of activity); mission, functions and tasks of

Ref: (a) OPNAVNOTE 5450 ser _____ of _____

Encl: (1) Functions and Tasks

1. Purpose. To promulgate the functions and tasks to be performed by (name of activity and short title) in support of the mission promulgated by reference (a).
2. Mission. (Verbatim statement of mission to be performed by (name of activity) as approved and promulgated by reference (a).)
3. Status and Command Relationships. (Short title of activity) is a shore activity in an active (fully operational) status under (insert title of the head of the activity) and under the command of (commander in chain of command). (Short title of activity) is subject to the area coordination authority of the (name of appropriate area coordinator and short title).
4. Action. In the accomplishment of the assigned mission, the head of (short title of activity) shall ensure performance of the functions and tasks set forth in enclosure (1). The head of (short title of activity), superiors in the chain of command, and (short title of appropriate area coordinator) are requested to advise the Chief of Naval Material of any recommended modifications to the mission, functions or tasks of (short title of activity).

Distribution:

Enclosure (1)

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3 Jan 1983

instruction in the format of enclosure (1) after command approval and signature.

e. Organization manuals will be prepared by the activity after publication of the mission, functions and tasks instruction and submitted to NAVAIR HQ (AIR-900) for approval in accordance with reference (d). Assistance on format and details of preparation may be requested from NAVAIR HQ (AIR-900). Changes to the manuals will be processed and approved in accordance with reference (d). Organization manuals and changes thereto, will be promulgated by activity instruction after NAVAIR HQ approval.

6. Existing instructions and manuals will remain in effect until superseded.



L. C. CHAMBERS
Vice Commander

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DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361

IN REPLY REFER TO
NAVAIRINST 5450.9D
AIR-712
12 FEB 85

NAVAIR INSTRUCTION 5450.9D

From: Commander, Naval Air Systems Command

Subj: MAINTAINING OF MISSION, FUNCTIONS, AND TASKS INSTRUCTIONS
OF NAVAIR SHORE ACTIVITIES

Ref: (a) OPNAVINST 5450.171B (NOTAL)
(b) NAVMATINST 5450.38B
(c) OPNAVINST 5450.169D
(d) NAVAIRINST 5451.68F
(e) NAVAIRINST 5451.67C
(f) OPNAVINST 5400.24D
(g) OPNAV P09B2-105 Standard Navy Distribution List, Part
2 and Catalog of Naval Shore Activities, Section 3

Encl: (1) Format for Mission, Functions, and Tasks Instructions

1. Purpose. To assign responsibilities and prescribe procedures for maintaining instructions on the mission, functions, and tasks assigned to shore activities under the command of the Commander, Naval Air Systems Command.

2. Cancellation. This instruction supersedes NAVAIR Instruction 5450.9C of 3 January 1983. Since this is a major revision changes are not indicated.

3. Background

a. The Chief of Naval Operations (CNO), by reference (a), assigned the following responsibilities to echelon 2 commanders which have been delegated to systems commanders, by reference (b):

(1) Ensure a current mission, functions, and tasks instruction is promulgated and maintained for each shore activity.

(2) Ensure like activities, such as naval plant representative offices and naval air rework facilities, have standard mission statements.

b. Reference (c) specifies the format for establishing, disestablishing, and modifying shore activities, including proposed changes to mission statements. Reference (d) specifies the Naval Air Systems Command (NAVAIR) procedures for submission of these proposals.

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4. Information

a. Functions are derived from the stated mission as published by OPNAV Notice 5450. Tasks describe work that is not mission derived or related and which should be approved by the echelon 2 commander, the Chief of Naval Material in this case, and the affected office of the CNO sponsor when funds must be expended or manpower resources increased to perform them.

b. Functional statements should not address functions inherent in the responsibilities of command, nor those which are generated by support agreements.

c. Statements of specific functions will be concise, unclassified, and contain a minimum of detail.

5. Action

a. The primary support official (PSO) (defined in paragraph 4c of reference (e)) and the Resources and Management Division (AIR-712), will prepare the initial mission, functions, and tasks instruction for new NAVAIR shore activities so that they are in compliance with references (a), (b), and (c).

b. The head of each shore activity will take the following actions on the mission, functions, and tasks instruction issued by the Naval Air Systems Command Headquarters (NAVAIRHQ):

(1) Review the instruction on each anniversary date to ensure all published functions and tasks are still accurate and complete.

(2) Evaluate new proposed functions and those to be revised for applicability, accuracy, and completeness prior to submission. Include the source and authority for proposed changes.

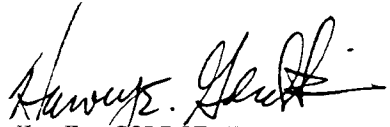
(3) Forward proposed change requests to NAVAIRHQ (AIR-712) via the chain of command with a copy to the cognizant PSO coordinator as designated in reference (e), and the appropriate area coordinator as specified in references (f) and (g).

c. The cognizant PSO will furnish NAVAIRHQ (AIR-712) with comments or concurrence with the proposal in paragraph 5b (3) above.

d. NAVAIRHQ (AIR-712) will coordinate with the PSO, recommend revision, approval or disapproval of the proposal and prepare and promulgate the instruction in the format of enclosure (1) after command approval and signature.

12 FEB 85

6. Continuation. Existing mission, function, and task directives will remain in effect until superseded.


H. E. GOLDSTEIN
Director, Corporate Management
Directorate

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FORMAT FOR MISSION, FUNCTIONS, AND TASKS INSTRUCTIONS

NAVAIR INSTRUCTION

From: Commander, Naval Air Systems Command

Subj: MISSION, FUNCTIONS, AND TASKS OF (NAME OF ACTIVITY)

Ref: (a) OPNAVNOTE 5450 ser _____ of _____

Encl: (1) Functions and Tasks

1. Purpose. To promulgate the functions and tasks to be performed by (name of activity and short title) in support of the mission promulgated by reference (a).
2. Mission. (Verbatim statement of mission to be performed by (name of activity) as approved and promulgated by reference (a).)
3. Status and Command Relationships. (Short title of activity) is a shore activity in an active (fully operational) status under (insert title of the head of the activity) and under the command of (commander in chain of command). (Short title of activity) is subject to the area coordination authority of the (name of appropriate area coordinator and short title).
4. Action. In the accomplishment of the assigned mission, the head of (short title of activity) shall ensure performance of the functions and tasks set forth in enclosure (1). The head of (short title of activity), superiors in the chain of command, and (short title of appropriate area coordinator) are requested to advise the Chief of Naval Material of any recommended modifications to the mission, functions or tasks of (short title of activity).

Distribution:

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ENCL (1)



DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361 -0001

IN REPLY REFER TO

NAVAIRINST 5450.9D CH-1
AIR-712

5 Jun 85

NAVAIR INSTRUCTION 5450.9D CHANGE TRANSMITTAL 1

From: Commander, Naval Air Systems Command

Subj: MAINTAINING OF MISSION, FUNCTIONS, AND TASKS INSTRUCTIONS
OF NAVAIR SHORE ACTIVITIES

1. Purpose. To issue a change to the subject instruction.
2. Action. Addressees will make the following pen changes to NAVAIR Instruction 5450.9D:

a. Page 1

(1) Delete reference (b) in its entirety and renumber references accordingly in the reference block and throughout the instruction.

(2) Paragraph 1, add "(COMNAVAIR)" at the end of the paragraph before the period.

(3) Paragraph 3a, line 2, after the word "commanders", add a colon and delete the rest of the sentence.

b. Page 2. Paragraph 4a, second sentence, after the word "by", delete "the echelon 2 commander, the Chief of Naval Material in this case," and substitute "COMNAVAIR".

c. Page 3

(1) Under Copy to, delete "A4A (MAT-051) (MAT-08)" and insert in its place "A3".

(2) Under Stocked, last line, add "-5099" to the zip code.

d. Enclosure (1). Paragraph 4, line 6, delete "Material" and substitute "Operations".

Distribution: (see page 2)

HARVEY E. GOLDSTEIN
Director, Corporate Management
Directorate

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NAVAIRINST 5450.9D CH-1
5 Jun 85

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